

CHECKLIST FOR TEXTBOOK ADOPTION
By
NEVADA SCHOOL DISTRICTS

(based on Chapters 390, Nevada Administrative Code and Nevada Revised Statutes)

- ☐ 1. Check the Department of Education textbook list for names of all textbooks currently eligible for adoption in the subject area under review. Web site address is www.nde.state.nv.us/hrt/llr/index.html
- ☐ 2. Convene a committee similar to that described in NAC 390.010 to review current approved textbooks and/or any other textbooks not on the approved list but available for purchase.
- ☐ 3. Complete Form TA-01 for evaluation and/or piloting of textbooks during this adoption cycle and submit to the Department of Education. **Remember the suggested deadline for submitting the TA-01 is December 31st.** These planned evaluations will be shared with other districts in order to assist them in their own textbook review process by accessing the web site www.nde.state.nv.us/hrt/llr/index.html
- ☐ 4. Before the textbooks are given a final evaluation by the district committee, districts may pilot books (not to exceed one year). (NAC 390.060)
- ☐ 5. The committee completes the evaluation of all textbooks, as specified in NAC 390.010-.040. **Form TA-02** is then completed by district staff and submitted to the Department of Education **no later than April 15th.**
- ☐ 6. Upon State Board of Education approval, districts proceed with the purchase of the recommended and approved textbooks, based on the Master Price Agreement (form available from Textbook Consultant, Department of Education).